

Kronos Time Validation Instructions

Objective

Time data from our temporary timekeeping system UTime has been loaded into Kronos. Now we need you to validate this time to ensure all time in Kronos from 12/1/2021 – 1/15/2022 is correct. Once you have validated the time, you will need to approve the period. This validation needs to be done by 12:00pm on 2/4/2022.

Process

Pay Period 12/1/2021 – 12/15/2021

1. Log in to Kronos and start validating your employees' time for the period 12/1/2021 through 12/15/2021.
2. Kronos went down the evening of 12/11/2021, and our temporary timekeeping system did not start collecting time until 12/16/2021. Therefore, you will need to enter the missing time for the period 12/11/2021 – 12/15/2021.
3. Once you have validated this period, please approve this period. This is an **approval**. Do not sign off.
4. Once the period has been approved, no other payroll reporter or supervisor can edit this time. Keep this in mind for your employees with multiple jobs. You may need to coordinate with other supervisors.

Pay Periods 12/16/2021 – 12/31/2021 and 1/1/2022 – 1/15/2022

1. Time was collected in our temporary system for these periods and loaded back into Kronos.
2. The time loaded from the temporary system will have a blue comment on the punch. If you hover over the blue comment, you will see it states "Note [Exported time from UTime on (date and time)]."



3:03PM	;01/01555/1088/010033200017675/01530251/001/1	1:30AM
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3. You will also notice the labor account string appears in the transfer column. For employees with multiple jobs, you will want to ensure the correct account is entered in the transfer column.

4. If your employee continued to use a time clock, that punch data is also in the timecard. This may have caused double punches for shifts. Please see Correcting Double Punches below for help on how to correct these punches.
5. The period ended 12/31/2021 had Holiday, U Closure Days, and ALP days. Please ensure this time is correctly entered into Kronos.
6. Holiday Worked, On Call, and Call Back pay codes may also need to be corrected. See separate sections below for details.
7. Please ensure that Directors who track vacation time in Kronos enter the correct VAD code for vacation taken.
8. Once all time is validated for these periods, **approve** the periods.

Correcting Double Punches

Double punches may appear if employee punched at a time clock. The goal is to remove the double punches. You will be expected to make decisions about hours worked and err on the side of employee's time. For example, if you see an in punch for 6:03am and the punch from the temporary time system shows 6:00am, remove the 6:03am punch.

Here is an example:

DATE	START/END	IN	TIMECARD	OUT
Thu 12/16		2:52PM	;01/01555/1088/010033200017675/01530251/001/1	2:55PM
				1:29AM
Fri 12/17-		1:32AM		

1. Employee's in punch in UTime is 2:52pm but their time clock punch is 2:55pm. To err on the side of the employee, you should leave the 2:52pm in punch and delete the 2:55pm punch.
2. Employee's out punch in UTime is 1:32am but their time clock punch is 1:29am. To err on the side of the employee, you should leave the 1:32am punch and delete the 1:29am punch.

Holiday/Closure/Admin Leave

In pay period 12/16-12/31, pay close attention to the Holiday, Closure, and Admin Leave that has been added or not added. Make sure that you are adding in any missed hours for those employees. Some employees may have previously added the holiday time to Kronos before it was shut down. They may also have added that time again in UTime causing a double entry. If there is a double entry, delete the duplicate addition.

Correcting Holiday Worked

Managers were allowed to enter Holiday Worked in the temporary time keeping tool in efforts to try to make the employee's pay as whole as possible. Now that the punches for the holiday worked are in Kronos, Kronos will calculate the holiday pay. Therefore, the pay code Holiday Worked should be reviewed carefully in the employee's timecard. Please remove the HWK – Holiday Worked Campus pay code from the pay code column. Most have been removed however, there may still be some remaining. Here is an example:

12:00AM			HWK -HOLIDAY WORKED CA...	8:15
7:45AM	;01/02119/1466/010211900034442/01530251/001/1	7:50AM		
		4:00PM		

Job	Account	Pay Code	Amount
	01/02119/1466/010211900034442/01530251/007/1	HOL -HOLIDAY PAY	8.00
	(x)01/02119/1466/010211900034442/01530251/001/1	HWK -HOLIDAY WORKED CAMPUS	8:15
	01/02119/1466/010211900034442/01530251/007/1	HWK -HOLIDAY WORKED CAMPUS	8:15

Correcting On Call

The only on call pay code that was available in UTime was campus on call (ONC – CAMPUS ON CALL). Some campus departments that use XOC – H ONCALL will need to make sure to change the campus on call to the correct hospital on call.

The on call that was entered in UTime loaded in Kronos into the pay code column. For departments who enter on call through the scheduler, you will need to make sure that an employee's time is correct if they were called back in to work during the on call period (see below instruction). You can either move the on call time to the scheduler or perform a work rule transfer for the call back hours to CAMPUS ON CALL BEN.

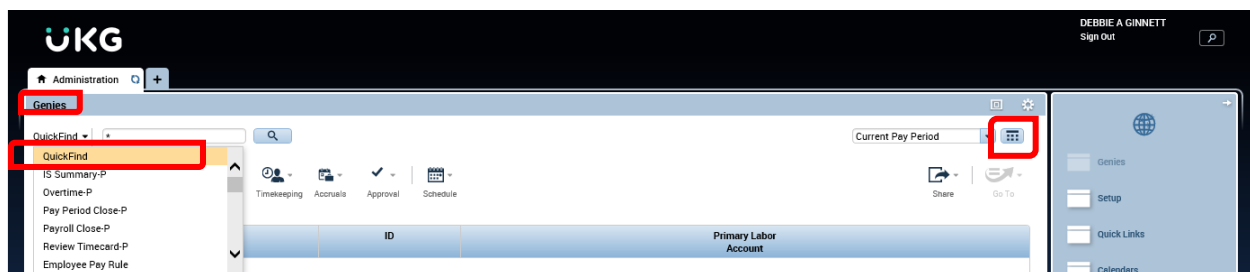
Correcting Call Back

In UTime, managers were allowed to enter in the code of CBK-Campus Call Back. This would be for those employees that were called back in to work during an on call shift. In order to have the employee properly paid for this return during an on call shift, the on call shift should be added to the scheduler and the CBK code should be deleted from the pay code column in Kronos once the call shift has been added to the scheduler. If you do not use the scheduler to add on call shifts, perform a work rule transfer on the shift worked for the call back hours to CAMPUS ON CALL BEN. Delete the CBK code from the pay code column.

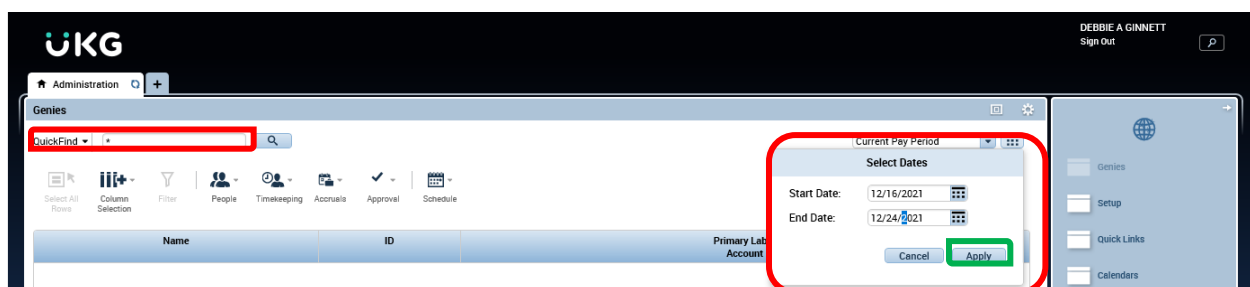
Kronos will automatically assign the call back code to the punches during that call shift and pay the employee properly.

Retrieving a terminated or transferred employee timecard

In Kronos navigate to “Manage My Department” select the drop down under the “Genies” heading on the left side of the window. Click on the drop down arrow. Select the option “Quick Find”.



In the space to the right enter the UID number followed by the * (asterisk). Navigate to the calendar on the right hand side of the screen and click on it. Enter the “start date” and the “end date” that applies to when the employee was active in your department. If the employee terminated in the middle of the pay period, you will need to make sure that you are using the last day worked as your “end date”. Click apply.



This should bring up the employee and you can then access the timecard, make the necessary adjustments and approve the timecard.